



**JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
P.O. Box 8111
Madison, WI 53708-8111**



**Army National Guard Active Guard Reserve (AGR)
ANNOUNCEMENT AR 15-14**

OPENING DATE: 9 February 2015

CLOSING DATE: 2 March 2015

Position: Senior Human Resources Technician

MOS: 420A0 (Open to Male and Female Soldiers)

Duty Station: G1 JFHQ, Madison, Wisconsin

Military Grade: Minimum: CW3 (with 3 years TIG)
Maximum: CW5

Salary Range: Pay and allowance commensurate with military rank.

Duties and Responsibilities: Serve as the Senior Human Resources Technician in DCSPER/G1. Provide direct oversight of the G1 Automation and Enlisted Management Branches. Plan, organize, research and analyze personnel data, regulations, directives and policies. Provide input to senior leadership and brief all levels of command in regards to personnel data, regulations, directives, and policies. Author Wisconsin Army National Guard policies affecting military personnel management processes and actions. Manage, implement and coordinate administrative and military personnel issues with all levels of command. Perform as a casualty management liaison, providing guidance and assistance to Casualty Notification and Assistance Officers.

Minimum Qualification Requirements:

1. It is desirable that applicants have served a minimum of two years in the National Guard within the last six years.
2. Applicants must meet medical fitness standards established in AR 40-501, Chap 3 and must meet body composition standards prescribed in AR 600-9.
3. Separation from the military service for cause constitutes ineligibility, unless an approved exception to policy / regulation is received from the Army G1.
4. Voluntary separation for one or more days from the AGR program results in ineligibility to reenter the AGR program for one year from the date of separation (waiverable by NGB).
5. Applicants are encouraged to refer to detailed qualifications in Chapter 2, AR 135-18.
6. Applicants selected for positions are subject to a background investigation and/or police record checks prior to being reassigned to this duty position.
7. Applicants must not be subject to flagging action upon acceptance of this assignment.

8. All WIARNG AGR duty positions require a favorably adjudicated personnel security investigation (eligibility for Secret clearance). Some MOS/AOCs or Duty positions may require a Top Secret clearance.
9. At a minimum, applicants must be able to obtain and/or maintain a favorable adjudicated personnel security investigation (eligibility for Secret clearance) that is required for the grade, MOS/AOC and AGR duty position. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.

Additional Information:

1. While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.
2. Promotion opportunity is limited by control grade availability.
3. Individual selected will be ordered to continue on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of The Adjutant General.

HOW TO APPLY

All applicants must submit a complete application packet to J1 to be considered for an AGR position.

- ☐ Cover letter with Job Announcement Number and Position Title for which you are applying, along with contact information (i.e. Phone numbers and an e-mail address). **Required for all applications.**
- ☐ If you are unable to obtain or must substitute required documents, a brief detailed statement must be provided in the Application Cover letter to justify their absence. **Failure to include justification in cover letter will result in disqualification of Application.**
- ☐ NGB Form 34-1 (Application for AGR Position) dated 11 November 2013 **(must be signed and dated)**;
- ☐ DMA FORM 181-E (Race and National Origin Identification) dated OCT 2006.*
- ☐ Copy of last three OERs **(all pages, front and back)**. *Can be obtained from your Readiness NCO, Battalion S1, or iPerms.*
- ☐ Submit Copy of current Officer Record Brief (ORB). *Can be obtained from your Readiness NCO or Battalion S1.*
- ☐ Submit a statement of **current** (within 6 months) height and weight **(Must be separate of DA 705)**. If applicable, submit body fat measurement on DA Form 5500-R (Males) or 5501-R (Females). All must be **signed by either a unit Readiness NCO, First Sergeant, or Commander.**
- ☐ A current (within 6 months) copy of DA Form 705 (Army Physical Fitness Test Scorecard) in accordance with AR 350-1 para 1-24.
- ☐ Submit a copy of your Individual Medical Readiness **(IMR)** Report from MEDPROS.
* It is important that you print the report, not the webpage screen that the IMR is found on.
***Log into AKO and click on Self Service, then click on My Medical, Then Click on the MEDPROS Icon on the right side of screen



This takes you to a Medical Readiness Profile (MEDPROS) Page. Lastly, click on IMR

1. E-mail **SCANNED** application to ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil. An email will be sent to confirm receipt of application.
2. Applications can also be mailed at applicant's own expense (next day mail suggested) to: Joint Force Headquarters Wisconsin, ATTN: **WIJS-J1-AGR (AGR Army Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. Please do not submit application packets in three-ring binders or staple pages together. Individuals may call before job-closing date to ensure the application was received.
3. **J1 will not review the application for completion or accuracy before the closing date.** The applicant is responsible to ensure that application is complete and all required documents are correct and included. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.
4. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3720 DSN 724-3720 or e-mail ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil